

CSTARS COMMITTEE MEETING MINUTES
 February 9, 2016
 1881 Pierce St. – Boards and Commissions Conf. Rm.
 Lakewood, CO 80214

CSTARS Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Chair-Shelia Reiner	Mesa County		√	
Jean Alberico	Garfield County		√	
Bo Ortiz	Pueblo County			√
Garland Wahl	Washington County		√	
Matt Crane	Arapahoe County		√	
Sara Rosene	Grand County			√
Krystal Brown	Teller County			√

Name	County/Agency	Representing	Present:	Via telephone:
Tony Anderson	Division of Motor Vehicles	Title and Registration Section		√
Kathy Chase	Governor's Office of Information Technology	OIT		√
Mike Dixon	Division of Motor Vehicles	DOR & DMV		√
Libby diZerega	Governor's Office of Information Technology	Trainers		√
Tony Frazzini	Denver County	DRIVES Steering Committee		√
Diana Hall	Boulder County	CARS Committee representing Washington County		√
Dylan Ikenouye	Division of Motor Vehicles	Title and Registration Section		√
Terri Krupke	Governor's Office of Information Technology	OIT		√
Victoria Gallegos	Arapahoe County	CARS Committee		√
Pam Nielsen	Larimer County	CARS Committee representing Chaffee County		√
PJ Taylor	Denver County	CARS Committee representing Grand County		√
Patrick Flanagan	Division of Motor Vehicles	Title and Registration Section		√
Noelle Peterson	Division of Motor Vehicles	Title and Registration Section		√
Rhonda Johnson	La Plata County	La Plata County		√
Chris Hochmuth	Division of Motor Vehicles	Title and Registration Section		√
Ken Gurule	Governor's Office of Information Technology	OIT		√
Dayton Harbo	Governor's Office of Information Technology	OIT		√
Pam Nielsen	Larimer County	CARS Committee representing		√

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		Chaffee		
Brian Honeycutt	Douglas County	Douglas County		√
Kevin Kihn	Division of Motor Vehicles	Title and Registration		√
Dustin Armbrust	Division of Motor Vehicles	DRIVES		√
Breanna Howerton	Division of Motor Vehicles	Project Management Office		√
Pam Anderson	Colorado County Clerk's Association			√

Sheila convened the meeting at 8:30 am

Roll was taken and after some technical difficulties, a quorum was present.

Old Business:

➤ **Drives and County Governance – Mike Dixon & Tony Anderson**

Mike made a general overview and presentation of what the County participation would be. Mike and Tony will work on some sort of Charter for these various working groups. There was lots of general discussion around the bulleted topics below.

○ **Establish DRIVES County Operations Committee:**

- Identifying County member to review and approve DRIVES Decision Items and Decision Request

Discussion: A minimum of a large, medium and small County Members will be required—including Denver County (Tony/PJ), Mesa County (Sheila), Boulder County (Dianna) was interested, Garfield County (Jean) is interested, Arapahoe (Matt?), Dayton Harbo from OIT and Tony from T&R . This will be a working group, “DRIVES County Working Group” of the CSTARS Committee. This will be for the duration of the project. They will be the entry point for the decision items. All of the stakeholders will need to be involved. To stay nimble, this group will meet as needed (within two days of a decision item); also letting SME make decisions that don’t have significant impact so as to stay on track.

○ **Drives County Statute Review Committee:**

- Identify statutory amendments required to move from CSTARS to DRIVES
- Propose amendments to the identified statutes

Discussion: Mike believed that that potential legislative change needed (to accommodate the change from CSTARS to DRIVES and its governance) to be identified and ready to go by the end of June. There was some discussion as to having CARS meld with MVSRC to help accomplish this. There should also be significant participation by the Department of Revenue and OIT. Sheila asked for names, Dylan and Tony were mentioned. OIT names were not immediately available. It was also

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suggested that they meet weekly, possibly every other week. Pam agreed and she and Sheila would meet to suggest a schedule.

○ **County DRIVES Assignments:**

- DRIVES staffing model
- Assignment and roles of County members

Discussion: Best Representatives (leads & supervisors-SME's) of the Counties for doing day-to-day operations as well as the Managers who oversee the larger picture. There was significant discussion surrounding the amount and type of staff members from counties and the commitment that would be necessary. The CSTARS Committee seemed to agree that the CSTARS committee should select the representatives with input from CCCA. The hope is to have this in place prior to Counties 2017 budget process so they can plan for it. There was concern that smaller counties and counties not on the Front Range were going to have difficulty in committing given the length of the commitment and the distance involved (travel and lodging).

○ **Financial Advisory Committee:**

- Prepare final committee recommendations to address in CSTARS prior to DRIVES
- Prepare final committee recommendations to address with DRIVES
- Complete committee final report and recommendation to CSTARS Committee and Department to dissolve the committee

Discussion: The current FAC group has completed its current mapping assignment from the DRIVES SME's. Mike wanted to be sure this work was aligned with the requirements/scope of the project. Sheila wanted the list brought back to CSTARS, OIT and DOR for review. The Committee had no objections. There was some discussion as to whether this group would also meld into CARS and MVSRC. There was also discussion about keeping the group meeting and as a separate functioning group.

○ **DRIVES System Forms, Letters, and Correspondence:**

- Establish working group to identify DRIVES requirements for forms, letters, and correspondence
- Identify forms, letters, and correspondence that is required by:
 - Statute – example Registration Receipt
 - Regulation – example PWD Revocation Notification
 - Operational – example Fleet Declaration Sheets
- Standardize and recommend forms, letters, and correspondence to be programmed into DRIVES

Discussion: Dylan and PJ have already started this effort. The Department has started gathering all of their documents for the library. There was also discussion about moving from the bottom up or from the top down. CARS will be discussing this in their 2/10 meeting and making assignments and setting up a schedule for meetings and things. Mike really thought it needed from the top down (from a statutory/regulatory approach) to make sure it encompassed the entire universe.

Mike also said he would put together an organizational chart to help cement the above structure and to support the charter mentioned above. Dylan noted that the CSTARS meetings themselves might

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need to be restructured to accommodate all of the reports that will be coming in. Mike thought there might be two meetings: one for CSTARS and one for DRIVES.

Public Comments, Questions and Statements:

None

Meeting adjourned at 10:16 a.m.

The Next meeting will be Wednesday, February 17, 2016 9:30 a.m. at the Boards and Commissions Conference Room at DOR – 1881 Pierce St., Lakewood, CO 80214 and via GoToMeeting.